



Lancaster School District

Human Resources Services

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DATE: April 1, 2020

TO: ALL LANCASTER SCHOOL DISTRICT EMPLOYEES

FROM: Lexy B. Conte, Deputy Superintendent - HRS

SUBJECT: Families First Coronavirus Response Act (FFCRA or Act)

On March 18, 2020, the U.S. Congress passed the Families First Coronavirus Response Act (FFCRA or Act). The purpose of this memo is to inform you of the additional provisions that will immediately impact employees affected by the COVID-19 pandemic:

1. Emergency Paid Sick Leave Act
2. Emergency Family and Medical Leave Expansion Act ("Emergency FMLA")

The FFCRA's paid leave provisions are effective April 1, 2020 and apply to leave taken from April 1, 2020 through December 31, 2020.

The benefits provided under this Act are in addition to the Lancaster School District (LSD) provided holiday, sick, and vacation leaves. Emergency Paid Sick Leave must be made available to employees before using other available leaves.

ELIGIBLE EMPLOYEES

All LSD employees are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons. *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 12 weeks of partially paid expanded family and medical leave.

EMERGENCY PAID SICK LEAVE ACT

Allows employees to take up to 2 additional weeks of paid sick leave, pro-rated for part-time employees, for the following reasons:

1. To obey a quarantine or isolation order
2. To abide by a health care provider's recommendation to self-quarantine
3. To seek a medical diagnosis because the employee is experiencing symptoms of COVID-19
4. To care for an individual who is subject to a quarantine or isolation order, or has been recommended by a health care provider to self-quarantine
5. To care for the employee's minor child whose school or place of care is closed, or who childcare provider is unavailable, due to COVID-19, or
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor

Unlike regular paid sick leave, however, employees taking Emergency Paid Sick Leave:

- A. Will only receive full pay, not to exceed \$511 daily and \$5,110 total, if they are taking leave for reasons (1) through (3) on page 1.
- B. Employees will only be entitled to receive two-thirds of their regular pay, not to exceed \$200 per day or \$2,000 total for reason (4) and (6) on page 1.

EMERGENCY FAMILY AND MEDICAL LEAVE EXPANSION ACT (Emergency FMLA)

The **NEW Emergency FMLA** law provides an additional reason for employees to take up to 12 workweeks of FMLA leave: to care for their own minor child whose school or place of care is closed, or whose childcare provider is unavailable due to COVID-19.

- Employees taking Emergency FMLA need to be employed by their current employers for at least 30 days.
- Emergency FMLA will be paid 2/3 of their regular pay, not to exceed \$200 per day or \$10,000 in the aggregate up to 10 weeks.
- Employees will not be paid for the first two weeks (or 10 days) of Emergency FMLA leave unless they elect to use their accrued paid time off (vacation, paid sick leave or extended sick leave). This means that an eligible employee could use up to 80 hours of Emergency Paid Sick Leave (for reason (5) above) for the first 2 weeks, and then received 2/3 of his or her regular pad for the remaining 10 weeks of Emergency FMLA.

Your health and well-being are the Lancaster School District's top priority, so remain vigilant and disciplined to:

- ✓ Frequently wash hands with soap and water; if soap and water are not available, use alcohol-based hand sanitizer with at least 60% alcohol
- ✓ Avoid touching your eyes, nose or mouth with unwashed hands
- ✓ Practice social distancing and avoid close contact with people who are sick
- ✓ Stay home when you are sick, and see a doctor immediately to be evaluated for COVID-19
- ✓ Anyone becoming infected should fully recover before returning to work
- ✓ Employees who have traveled to areas with heightened levels of exposure must inform HRS immediately
- ✓ Avoid all non-essential travel

If you need to apply for the COVID-19 leave, you may obtain the request form on the Lancaster School District website. Click on Departments, click on Human Resources and on the left hand side click on COVID-19. The form will be there – please print and complete. Send the completed form to Human Resources. Our email address is: HRquestions@lancsd.org

Take care LSD Family and please feel free to reach out at any time with questions.

Thank you.